

#### COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNT

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STEPHEN R. MAGUIN Chief Engineer and General Manager

August 30, 2007

File: 31-150.13.10

Boards of Directors County Sanitation Districts Nos. 27 and 35 of Los Angeles County

#### Directors:

The consolidated agenda includes the following items for the regular meetings of the Boards of Directors of the Districts meeting Tuesday, September 11, 2007.

- 1. Approval of Minutes. Copies of the minutes have been provided to each of the Directors.
- 2. Approval of Departmental Invoices. A departmental invoice is an internal document that transfers each District's proportionate share of expenditures made by District No. 2, the administrative District, on behalf of the participating Districts in accordance with authority granted through joint agreements. During the month, charges are made to a clearing account which is administered by District No. 2 and then are distributed at month end according to said agreements.
- 3. <u>Appointment of Secretary</u>. The former Secretary has retired, and it is recommended that Kimberly S. Compton be appointed Secretary to the Boards. Ms. Compton has been with the Districts since September 1989 and has held the position of Deputy Secretary since August 2004. The matter was presented to the Personnel Committee, which is comprised of the Chairpersons of the Districts, and which unanimously endorsed Ms. Compton's appointment.

Very truly yours.

Stephen R. Maguin

Stephen R. Mayun

SRM:tg

**Enclosures** 

B. Richard Marsh

Alisa Katz Susan Nissman Paul Novak Norm Hickling

Executive Office (8 copies, one for PRESS with minutes of 06/12/2007 meetings attached)

REGULAR MEETING

#### BOARD OF DIRECTORS

#### COUNTY SANITATION DISTRICTS NOS. 27 AND 35

# To be held in the HEARING ROOM OF THE BOARD OF SUPERVISORS Kenneth Hahn Hall of Administration, Los Angeles, California

TUESDAY		September 11, 2007		At 9:30 A.M.
ANTONOVICH	BRATHWAITE BURKE	YAROSLAVSKY (Chairperson)	KNABE	MOLINA

- 1. Recommendation: Approve minutes of the regular meetings held June 12, 2007 (both Districts).
- 2. Recommendation: Approve departmental invoices as follows:

	May	June	July
District No. 27 (3)	\$6,071.09	\$3,946.66	\$6,753.81
District No. 35 (5)	(493.92)	198.02	221.24

3. Recommendation: Appoint Kimberly S. Compton as Secretary of the Boards effective upon the retirement of the present Secretary (both Districts).

FOR THE MONTH ENDED 05/31/07

То:	County Sanitation District No. 27	Date Service Accrued:	<u>M</u> a	y 31, 2007
	(Org. Receiving Services)			
From:	County Sanitation District No. 2	Date Prepared:	Jun	. 19, 2007
	(Org. Providing Services)			
	DES	CDIDTION		
TD1-41-4		<u>CRIPTION</u>	,	1 (1)
	No. 27 share of expenditures made by Distric by granted through the approved annual budget			dance with the
	DEBIT:			
	Operation & Maintenance		\$	5,681.40
	Joint Administration - Capital Local - Capital			64.77 324.92
		Total of all charges	\$	6,071.09
		<u> </u>		
Recap 0	053			
Docume	ent No. <u>447</u>	Date Board Approved:	<del> </del>	

FOR THE MONTH ENDED 05/31/07

То:	County Sanitation District No. 2 (Org. Receiving Services)	Date Service Accrued:	May	31, 2007
From:	County Sanitation District No. 35 (Org. Providing Services)	Date Prepared:	Jun.	19, 2007
	(Org. Providing Services)			
	<u>DES</u>	CRIPTION		
	No. 35 share of expenditures made by Distric y granted through the approved annual budge			ance with the
	<u>CREDIT:</u> Joint Administration - Capital		\$	65.00
	DEBIT: Operation & Maintenance			(558.92)
		Total of all charges	\$	(493.92)
		<u>u</u>		
Recap 0	953			
Docume	ent No. 453	Date Board Approved:		

#### FOR THE MONTH ENDED 06/30/07

То:	County Sonitation District No. 27	Doto Comica Acamad.	Y	20. 2007
10.	County Sanitation District No. 27 (Org. Receiving Services)	Date Service Accrued:	Jun.	30, 2007
From:	County Sanitation District No. 2 (Org. Providing Services)	Date Prepared:	Jul.	19, 2007
	DESC	CRIPTION		
	No. 27 share of expenditures made by District y granted through the approved annual budget			lance with the
	DEBIT:			
	Operation & Maintenance		\$	3,759.55
	Joint Administration - Capital			9.30
	Local - Capital			177.81
		Total of all charges	\$	2 046 66
		i orai or an enarges	<b>D</b>	3,946.66
Recap 0:	57			
Docume	ent No. 18	Date Board Approved:		

### COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY

### DEPARTMENTAL INVOICE

FOR THE MONTH ENDED 06/30/07

To:	County Sanitation District No. 35 (Org. Receiving Services)	Date Service Accrued	: <u>Jun.</u>	30, 2007
From:	County Sanitation District No. 2 (Org. Providing Services)	Date Prepared:	Jul.	19, 2007
	<u>DE</u>	SCRIPTION		
	No. 35 share of expenditures made by Distrigues of the approved annual budg			ance with the
	<u>DEBIT:</u> Operation & Maintenance Joint Administration - Capital		\$	188.71 9.31
		Total of all charges	\$	198.02
Recap 0:	57			
Docume	nt No. 24	Date Board Approved:	P	

FOR THE MONTH ENDED 07/31/07

То:	County Sanitation District No. 27 (Org. Receiving Services)	Date Service Accrued:	<u>Jul. 3</u>	1, 2007
From:	County Sanitation District No. 2 (Org. Providing Services)	Date Prepared:	Aug.	17, 2007
	<u>DESC</u> No. 27 share of expenditures made by District y granted through the approved annual budget			ance with the
aumorny	DEBIT: Operation & Maintenance Joint Administration - Capital Local - Capital	and applicable Joint Fowers Agree	\$	6,587.61 44.53 121.67
		Total of all charges	\$	6,753.81
Recap 0	04			
Docume	ent No. 57	Date Board Approved:	<u></u>	

### COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY

### **DEPARTMENTAL INVOICE**

FOR THE MONTH ENDED 07/31/07

To:	County Sanitation District No. 35 (Org. Receiving Services)	Date Service Accrued:	Jul. :	31, 2007
From:	County Sanitation District No. 2 (Org. Providing Services)	Date Prepared:	Aug.	17, 2007
	DES  No. 35 share of expenditures made by Distric  by granted through the approved annual budge			ance with the
aumom		t and applicable Joint Powers Agree	ment:	
	<u>DEBIT:</u> Operation & Maintenance Joint Administration - Capital		\$	176.45 44.79
		Total of all charges	\$	221.24
Recap 0				
Docume		Data Dacud Anguarad.		
Docume	05 <u>05</u>	Date Board Approved:		



## Sewer System Management Plan (SSMP) Development Plan and Schedule

On May 2, 2006 the State Water Resources Control Board (SWRCB) adopted Order No. 2006-003 (Order), which established General Waste Discharge Requirements (WDRs) for all publicly owned or operated sanitary sewer systems within the State of California. The WDRs require that owners and operators of sewer collection systems: 1) report sanitary sewer overflows (SSOs) in the California Integrated Water Quality System (CIWQS), an electronic reporting system developed by SWRCB, and 2) develop and implement a Sewer System Management Plan (SSMP) with the goal of reducing sanitary sewer overflows. In short, the SSMP is a written document that details how a specific sewer collection system is operated, maintained, repaired, and funded.

Due to the administrative framework of the Sanitation Districts, each Sanitation District, as well as the collective Joint Outfall (JO) System, was enrolled as a separate sewer collection system under the WDRs. Those Sanitation Districts with less than one mile of sewer – Sanitation District Nos. 9, 23, 27, 34 and 35 – did not require enrollment. The WDRs stipulate schedules for both electronic spill reporting and SSMP development based on the population served by a sewer collection system. For Sanitation District Nos. 4, 17, 19, 28 and 29, populations served are between 10,000 and 100,000 persons. The stipulated due dates for these Sanitation Districts are included in the attached Table 1. The most stringent schedule for completion of the individual Statewide WDR Elements are for sewer collection systems serving more than 100,000 persons. Since most individual Sanitation Districts, as well as the JO System, serve populations greater than 100,000 persons, the Sanitation Districts have assumed the more stringent schedule for completion.

In accordance with the WDRs, Board of Directors' approval of the Sanitation Districts' SSMP Development Plan and Schedule is required for Sanitation District Nos. 4, 17, 19, 28 and 29 by November 2, 2007 and approval of the Sanitation Districts' Final SSMP by August 2, 2009. The Sanitation Districts have substantially completed an SSMP that addresses the required 11 sections. To complete the SSMP, the Sanitation Districts need to complete an evaluation of the descriptions and scopes for the Operations and Maintenance programs referenced in Section 4 of its SSMP. The descriptions and scopes for these programs were last updated in 2003 and are undergoing intense scrutiny and revision to increase the effectiveness of the programs. As a result, the written descriptions and scopes for these programs will need to be updated to reflect changes adopted by the Sanitation Districts. Once evaluated, these programs, as well as the training manuals for these programs, will be updated to reflect current Sanitation Districts' practices. It is anticipated that this work will be completed by July 1, 2008.

Table 1. SSMP Development Plan and Schedule (Population 10,000 - 100,000)

Statewide WDR Elements	Due Date	Anticipated Completion Date
Implement Electronic Spill Reporting Program	January 2, 2007	Complete
Development Plan & Schedule Approved by Governing Body	November 2, 2007	Complete
Section 1 (Goals)	November 2, 2007	November 2, 2007
Section 2 (Organization)	November 2, 2007	Complete
Section 3 (Legal Authority)	May 2, 2009	Complete
Section 4 (Operation & Maintenance Program)	May 2, 2009	Complete
Section 5 (Design & Performance Provisions)	August 2, 2009	July 1, 2008
Section 6 (Overflow Emergency Response Plan)	May 2, 2009	Complete
Section 7 (Fats, Oils, & Grease Control Program)		Complete
Section 8 (System Evaluation & Capacity Assurance Plan)	May 2, 2009	Complete
Section 9 (Monitoring, Measurement, & Program Modifications)	August 2, 2009	Complete
Section 10 (SSMP Program Audits)	August 2, 2009	Complete
	August 2, 2009	Complete
Section 11 (Communication Program)	August 2, 2009	Complete
Final SSMP Approved by Governing Body	August 2, 2009	On or Before May 2, 2009